

State Emergency Response Commission (SERC)
Planning & Training Committee Meeting
Meeting Minutes for November 17, 2016
Prepared on November 22, 2016

The SERC Planning & Training Committee meeting was held on November 17, 2016 at the Delaware State Fire School.

Minutes for the meeting are as follows:

Attendees: AJ Schall, Avery Dalton, Mark Dolan, David Irwin, Robert Newnam, George Giles, Colin Faulkner, LTC Wiley Blevins, Lori Sherwood

A quorum was established.

Planning and Training Committee Chair AJ Schall called the meeting to order at 9:00.

Old Business:

Mr. Newnam motioned to approve the minutes of the last Planning & Training Sub-Committee Meeting on May 19, 2016. Mr. Irwin seconded the motion. All approved.

Mr. Dalton briefed on the HMEP grant. On October 1st, for the upcoming year, we have \$114,975 approved to spend. For the second and third year of the grant, which will go through September 30, 2019, we have \$105,298 for each year.

There will be some new HMEP grant procedures in place as a result of the audit we had last winter. We will do additional grant monitoring and reporting. On quarterly basis, the sub-recipients sign for what you have accomplished for your work plan. This will be completed at the SERC quarterly meeting for each HMEP grant quarter. DEMA staff will be out to do some site visits in response to the grant monitoring for equipment purchases and other activity. The equipment monitoring only applies to the Fire School and the City of Wilmington, which have purchased equipment using HMEP funds.

Mr. Dalton said that sub-recipients will get their letters of acceptance in a few weeks. The letters contain a new section titled, "Deliverables". Sub-recipients will be required to check for disbarment of contractors on a federal governments System Award Management (SAM) site, which is already a requirement for other grants. We have the SAMs site information in the body of the letter that you will receive.

Mr. Dalton then briefed on the SERT and LEPC plans review and update. For the SERT Plan, we have started a group to review Annex D of the Radiological Response Section and invited anyone who would like to participate in this group's review of the plan. The first meeting took place on November 1st and the group will meet again in December. That process will probably go through to next May because we have some key documentation from the federal government that we will use as guidance. The guidance documents will come through later and Public Health is leading this particular review. I will come back to everyone in May for a final approval for the SERT Plan once Annex D is complete.

For the LEPC Plans, Kent County updated their plan. I have not started the template for the rest you. Once I get the template done we will proceed forward with the LEPC Plans. In 2017 they are due for an update. I am hoping to start the template before January 1st.

Mr. Irwin briefed on the HAZMAT Workshop. They had a meeting on September 27th and one was scheduled on October 28th, but was canceled due to not having a quorum. The next meeting is scheduled for November 29th. Mill Creek is in the process of sending out the requests for sponsorship. We continue to expand our reputation of having a first class workshop.

New Business:

Mr. Dalton briefed on the agenda for the SERC Committee Meeting to be held on December 14th. Added to the agenda will be a Moment of Silence for the emergency responders killed in the line of duty and there will be a slide with their photos. Additionally, there will be a presentation by Lisa Dunaway of the Infrastructure Security Compliance Division for the Department of Homeland Security, and representatives from OSHA and EPA. They will provide a presentation in Executive Order – EO 13650 and an update on Chemical Facility Anti-Terrorism Security (CFATS) for the State of Delaware.

Mr. Giles made motion to approve the agenda for the December 2016, 2016 SERC Committee Meeting. Mr. Irwin seconded the motion. Mr. Newnam requested to add, as part of the agenda, discussion of the Tier II reporting fees under Finance and Budget. Mr. Giles amended his motion to include increase in the fees for EPRA. All approved.

Director Schall raised the question to Mr. Newnam, with the personnel changes in Public Health and Dr. Har Ming Lau leaving the state, there is void right now with only having a consultant and not a responder and is this something we should discuss with their administration or here with the committee? Mr. Newnam stated it should be discussed here through the committee and we should reach out to Public Health for direction.

The status of the SERT plan review was discussed. Director Schall recommended cutting back on the number of printed copies of the SERT plan and having the option of plan electronically. Mr. Dalton discussed some revisions to the SERT Plan, that were remaining issues from the prior Planning and Training Committee Meeting. After the revisions were reviewed, Mr. Newnam made motion to approve the changes to the SERT Plan. Mr. Irwin seconded the motion. All approved.

Mr. Newnam made motion to adjourn. Director Schall seconded the motion. All approved.

Meeting Minutes

Minutes were taken by Ms. Lori Sherwood, and transcribed to this document by Mr. Avery Dalton, SERC Executive Director, on November 21, 2016.

Minutes posted to the State Public Calendar, on November 22, 2016.

Minutes approved by Director AJ Schall, Chair for the SERC Planning and Training Committee.

Signed: _____

AJ Schall, Chair for the SERC Planning and Training Committee